



Employer Guide

Bismarck State College has partnered with GradLeaders to provide Job Seekers Network to BSC students, alumni, and employers. Employers can post career opportunities to find qualified candidates. BSC students and alumni can review new positions, internships, seasonal job opportunities, and / or part time work. Due to security reasons the employer needs to post all employment opportunities. By joining Job Seekers Network, you will also be notified when we have upcoming Job and Internship Fairs!

NOTE: If you think you may have registered as a contact for your organization in Job Seekers Network in the past, contact Julie Crispell at Julie.crispell@bismarckstate.edu or 701-224-5752 to check for you.

To Register as a New Employer on Job Seekers Network

- Log onto www.bismarckstate.edu/JobSeekers
- Scroll down the page and click on the Employer Login button
- Click on Create Account
- Check the box for the user agreement and then click Continue
- Enter your email address and click Save
- Enter your password, confirm the password and click Save
- Type in your Organization's name and click on Find
 - If someone has already started a profile for your Organization, it will display here
 - Choose the correct Organization and press Select/Continue
 - If there is no match for your Organization, click on Add Organization
- After you click on Add Organization, the Organization Profile page will display
 - Fill in all required (*) fields, any optional information and click Save
- Next the Contact Information page will display
 - Fill in all required (*) fields, any optional information and click Save
- Read the Terms and Conditions. Check the box and click Continue
- You are now at your Dashboard. This will now be your Job Seekers Network homepage
- On the left side click on Job Postings
 - Here you will find a record of All, Current and Past Job Postings
 - You can review any of them or click on the Add New button to create a new posting
 - When creating a new job posting, fill in all the required (*) items and any of the optional fields to provide the most complete information.
 - When you have completed creating the new posting, click on Save

Congratulations! You have now created a new job posting in Job Seekers Network!